PennState

CREDIT BY PORTFOLIO ASSESSMENT APPLICATION

Student completes this section of the form and submits, along with the portfolio and correct payment to the academic department for assessment.

_____

PSU ID   Last Name   First Name   Middle Initial

Address _____

Student Signature _____ Date Signed _____

Cost Object Type   **Cost Object #:**   **Cash Journal #**   **Fee Paid**

Campus Signature _____

-- To be completed by the faculty member conducting the assessment --

I have assessed the student's portfolio and recommend the addition of the following credit to the student's Penn State record:*

_____

Department Name   Course Designation   Course Number   # of credits

Faculty Member's Name (please print) _____ Email _____

Signature of Faculty member assessing Portfolio _____ Date _____

Campus Program Head _____ Date _____

> **The Faculty Reviewer submits a summary of the assessment of the portfolio, along with the portfolio, to the Department Division Head (see University Procedure AM2009)**

-- To be completed by Department/Division Head--

I authorize the award of credit.

_____

Department/Division Head name (please print)   Signature of Department/Division Head   Date

SEND COMPLETED FORM AND COPY OF THE PORTFOLIO TO OFFICE OF THE REGISTRAR - ABINGTON 1600 Woodland Road Sutherland 118/121 Abington, PA 19001 or by email to Timothy Smalarz, Registrar, tjs421@psu.edu

When credit is to be awarded, the Office of the Registrar for Abington College will forward the completed form to Undergraduate Admissions, 201 Shields Building, University Park, PA 16802

*If no credit is to be awarded or if modifications are necessary, please communicate directly with the student.

**Total number of credits that may be earned by an individual student via credit portfolio assessment: a candidate for an associate degree may be awarded a maximum of 15 credits; a candidate for a baccalaureate degree may be awarded a maximum of 30 credits by portfolio assessment. A maximum of 6 credits may be awarded for a single portfolio for a course.

Evaluating Prior Learning Portfolios: A Guide

The development of a portfolio is a rigorous process that requires students to document learning—theoretical and practical—equivalent to a particular Penn State course.

Students must be in the common year of the Abington College (UGAB) or in a UGAB program and have completed a minimum of three Penn State credits.

Procedure:

- Student identifies the specific Penn State course for which equivalency is requested.
- Student obtains approval to develop a portfolio using the "Initial Application for a Review of Prior Experiential Learning." *Approval indicates that the student's intended documentation appears to justify the development of a portfolio; it does not guarantee that credit will be awarded.*
- Student submits complete portfolio within 10 weeks of approval of "Initial Application for Review" but not later than the fifth week of the semester prior to the semester of intended graduation. **PORTFOLIOS WILL NOT BE ACCEPTED DURING THE SEMESTER OF INTENDED GRADUATION.**
- Portfolio and "Credit by Portfolio Assessment Application" is emailed to the Academic Affairs Department contact, Kim Birch, kmb38@psu.edu, for payment of the nonrefundable portfolio fee ($390 per portfolio).
- Payment is documented in the "fee paid" block, and signs the form where indicated.
- Student submits the form and portfolio to the Department/Division Head for forwarding to the faculty reviewer (the faculty member who signed the initial application for review).
- After review, and in consultation with the Department/Division Head, faculty member forwards the portfolio and Credit by Portfolio Assessment Application back to the Department/Division Head. Signatures of the faculty reviewer, Campus Program Head, and Department/Division Head indicate approval of the portfolio.
- Student will be notified of approval or lack thereof within 8 weeks of faculty receipt of the portfolio. Adhering to this timeline will allow students to meet their intended timeline for graduation, particularly if a portfolio is not approved for credit.
- When approved, the portfolio is submitted to **Office of the Registrar - Abington 1600 Woodland Road, Sutherland 118/121, Abington, PA 19001 (c/o Timothy Smalarz) tjs421@psu.edu**

Students are allowed a maximum of two opportunities to prove learning—(1) through the original portfolio submission and (2) one additional submission if additional information or revisions are requested by faculty upon the first review.

Portfolio Standards:

- Does the portfolio document learning, not just experience?
- Is the learning at the appropriate level?
- Is there a balance between theoretical learning and practical application?
- Is the learning equivalent to a Penn State course?
- Is there sufficient evidence that this learning does not duplicate credit already awarded?